

BROOKLYN VILLAGE BOARD MEETING MINUTES

June 13, 2016

The June 13, 2016 Village Board meeting of the Village of Brooklyn was called to order at 6:35 p.m. at the Village Hall by President Pat Hawkey. Trustees present were Bruce Crubaugh, Russell Cazier, Kyle Smith, and Sue McCallum. Trustees Klahn and Kirkpatrick were absent. Others present were Public Works Director Mark Langer, Police Chief Harry Barger, Clerk Strause, Rachel Brickner, Alison Koelsch, and two police officer candidates. All stood for the Pledge of Allegiance. There were no public comments.

Minutes of 5-23-16 were approved per motion by Hawkey, second Cazier. Trustee McCallum abstained.

Oregon Area Senior Center Alison Koelsch, Director, and Rachel Brickner presented the 2015 annual report along with participation stats from Jan 1st – May 31, 2016 for Village residents. Categories that are County/State funded vs municipality funded were discussed. Residents located in Town of Brooklyn and City of Fitchburg using the Center with no municipal funding was also discussed. A new contract is currently being worked on with the only change not including the Village in the calculation. The Village's contract with the Senior Center expires 12/31/16. Alison and Rachel thanked the Village for supporting the Center and hopefully for future support.

President Hawkey thanked Louis Fahey for helping with a Legion Park electrical issue during the Chamber's All Wheel Show. The beautiful Veterans memorial has been dedicated and open for all to view. Vicki Olson started today as the new Deputy Clerk.

Clerk Strause reported Atty Jennifer Barwinski, KLS, being appointed by our insurance carrier, the League of WI Municipalities Mutual to represent us at **the unemployment hearing for a 2010 claim filed by Robert Anderson in April 2016**. Hearing date has not been set yet.

Safety: Safety items were moved ahead of Public Works with Chief Barger introducing two applicants from a list of those that have applied for a part-time officer position(s). Barger reported on the **Citizen Police Academy awards** that were presented to all those participating including Deputy Clerk Kuhlman and Trustee Cazier. The program was every Wed night for nine weeks and shared with Belleville. At 7:03 p.m., Hawkey moved, second McCallum to convene to **Closed Session Pursuant to WI Stats 19.85 (1)(c) to discuss applicants/hiring**. Motion carried on roll call vote AYE: Hawkey, McCallum, Cazier, Crubaugh, Smith. NAY: none. At 7:15 p.m., Hawkey moved, second Crubaugh, carried on roll call vote to reconvene to open session AYE: Hawkey, McCallum, Smith, Crubaugh, Cazier. NAY: none. Barger stated one of our part-time officers, Officer Neubert, has been promoted to Sgt at Oregon P.D. Hawkey moved, second Cazier to approve Chief Barger giving an offer of employment to an applicant(s) pending background investigation and bringing back to Board for final approval.

Public Works: The **CMOM (Capacity, Management, Operation, & Maintenance Program) report** was emailed to all with the binder kept in the Clerk's Office for review. Hawkey moved, second Smith, carried to approve as presented. **Legion Park repairs/update** was given by Langer. A spring for playground equipment has been ordered. Louis Fahey did not charge for helping with the electrical issue at Legion park recently and has given in the past a lot of free service. **Adding another panel and outlets from 200-amp meter panel would cost \$1890 and includes replacing two breakers in panel by little ball diamond and repair light at tractor weigh in**. Hawkey moved, second Smith, carried to hire Fahey Pumps at an estimated cost of \$1890 to do an upgrade to Legion Park electrical with funds coming from the 2015 Fund balance. Trustee McCallum stated the costs should come from all the organizations that use the park. Public Works will install the post and panel board. Clerk will send out letters to local organizations for donations toward this cost. Pictures of **cement repairs needed at the Community Building** were reviewed. A proposal for repairs from Andy Meyer Masonry, LLC, for \$1,259 was presented. Hawkey moved, second

Cazier, carried to approve this proposal costing \$1259. Trustee Smith requested the Village do a **five-year maintenance plan for the Community Bldg** as many repairs have been made over the past few years. Community Building rental was moved up on agenda. Saturday night May 28th, a large party was held at the Community Bldg with debris left all over the inside of the building and outside on Village property, church property, in the street, landscape timbers and flowers pulled out. It took many hours to clean up by Public Works. The \$500 deposit was kept to pay for some of this expense but would not have covered all the damage. Increasing the deposit for residents and non-residents to \$750 or \$1,000 was discussed. Cazier moved, second Hawkey, carried to **raise the security deposit fee to \$1,000 for non-residents**. Residents will continue to pay \$500 for same. A copy of the signed contract will be given to the Police Dept so that they have contact name and ph numbers. Langer reported a community service worker is painting windows at the Community Bldg. Utility and Public Works monthly reports were reviewed. Trustees Klahn, Kirkpatrick, Cazier have not finished Emergency Management training.

Finance: May financial reports, collateral, budgets to date, overtime pay, and engineering expense reports were reviewed. Hawkey moved, second Cazier, carried to pay all bills as presented. The **2015 Audit report** was emailed to all. Hawkey stated she saw nothing unusual from statements made by the auditors. Clerk Strause reported on the audit trail from the purchase of TID #2 land that will be carried on the General Fund books with cost transfer to the TID Fund when parcels are sold. The TID land was purchased before DOR had approved the TID making the cost ineligible.

Consent Agenda: Hawkey moved, second McCallum, carried to approve all license applications as follows, having been reviewed and approved by Chief Barger: COMBINATION "CLASS B": FERMENTED MALT BEVERAGE & INTOXICATING LIQUORS: NEW- Anchor Club, LLC, dba Anchor Club, Gerald Elmer, Agent, 112 Hotel Street; RENEWAL-Lady Alibi, LLC, dba Lady Alibi, Erin Shambrook, Agent, 108 Hotel St; RENEWAL-Patas & Brain, LLC, dba Angelo's, Patrick Augustine, Agent, 233 Douglas Dr.; COMBINATION "CLASS A": FERMENTED MALT BEVERAGE & INTOXICATING LIQUORS: RENEWAL- Nissin Rodriguez, LLC, dba Brooklyn Mini Mart, LLC, Nissin Rodriguez, Agent, 355 N Rutland Ave; RENEWAL-Dolgencorp, LLC, dba Dollar General, Patrick Horn, Agent, 303 Douglas Dr.; OPERATOR LICENSE RENEWALS: Jason Coppelman, Terri Johnson, Heather Muckler, Tina Ast, Sarah Collins, Linda Dybala, Dani Maher, Cynthia Jazdzewski, Cathie Sarow, Kevin Check; NON-INTOXICATING BEVERAGE LICENSE (soda): Anchor Club, Brooklyn Mini Mart, Dollar General, Lady Alibi, Angelo's, ; CIGARETTE LICENSE: Anchor Club, Brooklyn Mini Mart, Dollar General; COIN OPERATED MACHINE LICENSE: Brooklyn Mini Mart –5, Anchor Club – 9.

New Business: Hawkey moved, second Smith, carried to approve a request under **Extraterritorial Jurisdiction rezoning from A-1 Exclusive to A-4 and splitting of property owned by Jason Marshall and Danial Marshall, 27.34 acres North of 296 Union Rd.**

An **updated Special Events Application** was presented which replaces the previous policy and application and is now down to two pages. Hawkey moved, second Crubaugh to approve a \$25 fee and a deposit of \$100 for events on Village property with over 100 participants. Discussion on the deposit fee covering any damage done in the park resulted in Hawkey moving to amend her motion to have the deposit fee be \$250, second Crubaugh, carried. The number of portable toilets was questioned by Trustee McCallum as the current formula is different than the previous formula. McCallum also requested to have one temporary operator licensee be required to take the alcohol server training course so that someone with this training would be required to be on site at all times that beer is being sold. Chief Barger agreed with this recommendation. McCallum stated a volunteer working that holds a regular operator license would be OK because that person has already taken the training course. Clerk Strause stated she has an email from the Department of Revenue stating a "temporary" operator licensee is not required to take the training and no one who volunteers their time is going to be willing to take a four hour on line course, pay the fee for the course, just to volunteer to work the event. Hawkey moved, second Crubaugh, carried to approve the

Special Events Application as is and have the Chief when reviewing the application add what he wants and bring back to the Board for an amendment. Trustee McCallum voted NAY.

A **Special Events Application by the Sno Hornets for Labor Day weekend** was reviewed by Chief Barger and Public Works with comments on placing “no parking” signs, having security on duty earlier, putting up signs for serving, and fencing for the beer tent area. Park hours are requested to be extended until 2 a.m. for cleanup. Hawkey moved, second Cazier, carried to approve the application. Clerk Strause discussed **Unison Site Management’s request to buy out the Village’s cell tower leases** with an upfront cash payment for the two current leases and 50/50 split for any future leases. Village would still be responsible for any engineering expense for future equipment added to the tower and paint and repairs over the years. Hawkey moved, second McCallum, carried to deny this offer and maintain our leases as written. **Chapter 4 Amendment to Alcoholic Beverages** was presented. The amendment adds new law language to accommodate wine/beer walks and adds “Chamber of Commerce” to the “bona fide club” definition. Also the new law eliminates the opportunity for the Village to grant back to a licensee the \$10,000 “Reserve” license fee. Items 7(c) and 8(c) regarding allowing an underage person on the premises for which the license is issued will be removed per motion by Hawkey, second McCallum, carried. Hawkey moved, second Smith, carried to approve the amendment to Chapter 4 as changed. Hawkey moved, second Smith, carried to again table the **email retention discussion** as CDW has not provided a contract and was not available for a conference call that was scheduled for this meeting. Clerk Strause reported the issue of which **Circuit Court citations** should go is still not decided as District 5 Administrators Office is still working on this. By WI Stats, traffic and criminal citations can go to either county while civil matters have options. A letter from the Village of Belleville’s administrator explained costs associated with the **final joint court billing from an invoice for April-May expenses** totaling \$1524.18. Overtime for the Court Clerk in the month of May is not explained. The joint court ended 4-30-16. McCallum moved, second Hawkey, carried to pay the bill to finalize this joint effort and maintain a good relationship with the Village of Belleville. **Committee Reports:** There are no reports from **Planning and Zoning or Economic Development**. **Recreation** – Crubaugh moved, second Smith, carried to hire pending reference and background checks summer recreation employees as follows: Elizabeth Klahn, Coordinator, \$14 per hr for up to 20 hours each week, Abby Klahn, helper, \$8 per hr for up to 16 hours each week, and Elizabeth Mikkelson, helper, at \$7.25 per hr for up to 16 hours each week.

Fire/EMS contract amendments were discussed. All Board members have copies of the original and latest contract update to compare. This will be on the June 27th Board agenda so that all Trustees have time to completely review. The next District Board meeting is June 29th to be reviewed. Hawkey stated the contract is not spelled out how they calculate equalized value by districts. None of the Village items requested is in the amended contract. Population criteria for EMS calculations is also questionable.

Smith moved, second Crubaugh, carried to adjourn at 8:40 p.m.

Carol A Strause, MMC, WCMC, CMTW